

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

02/17/04

Does not confer to Civil Service Status

POSITION: **Recreation Aid/Asst (Fitness)**
NF-0189-01/02
Salary: \$8.00-\$10.00 per hour
LOCATION: MWR Dept./ Sports & Fitness Div./NSA
Norfolk, VA 23511

ANNOUNCEMENT# **SP 34-04**

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open
NOTE: No relocation costs will be paid

(2) Positions, Full-time
Direct Deposit of salary is a condition of employment

DUTIES: Provides instruction and demonstrates the use of equipment. Supervises the patron's use of equipment and method of exercise to ensure proper techniques for free weights, resistance equipment and cardiovascular equipment. Demonstrates proper warm-up and cool down procedures. Consistently promotes appropriate practices. Ensures all customers are briefed on the rules and regulations of the Fitness Center and reinforces as necessary. Schedules, develops and instructs personalized fitness training programs under the supervision of the Fitness Instructor. Suggests means for modifying cardiovascular risk factors and weight loss, improvement in strength, flexibility and generic nutrition without advising customers on medical conditions or acting in the capacity of a medical doctor or physical therapist. Ensures customers have received indoctrination for Nautilus equipment prior to using the Fitness Center. Answers questions regarding programs offered through the Fitness Center and/or other MWR facilities/services available to the customer. Performs routine inspection of all fitness equipment, continually checking the cleanliness of the equipment and facility. Cleans and straightens all areas of the Fitness Center on a continuing basis as needed. Performs minor repairs to equipment using repair manual procedures, reporting any broken equipment directly to supervisor. Ensures any malfunctioning equipment is properly secured until repaired. May be required to operate a cash register, maintain a change fund, collect money and complete a Daily Activity Report (DAR). Performs other related duties as assigned.

QUALIFICATIONS: Training in physical education, exercise science and fitness desired with a variety of Fitness equipment including resistance/selectorized machines, computerized cardiovascular equipment and free weights. Must possess an adequate level of physical fitness to demonstrate all equipment and exercises. Must possess sufficient maturity, communication and interview skills to appropriately address patrons, and make positive and well-received suggestions on personal fitness goals and methods to attain them. Must possess sufficient written communication skills to assist with compiling and preparing written documentation and reports. Considerable tact, diplomacy, and finesse are required when interacting with individuals to maximize the development of goals and objectives for their physical-conditioning program. Incumbent shall be required to successfully complete a Certified Instructor/Trainer certificate; Cardiopulmonary Resuscitation (CPR) certificate prior to promotion to the full performance level. Promotion is neither promised nor guaranteed. Must be able to lift up to 45 lbs unassisted. Must possess and maintain a valid state driver's license and maintain current CPR, First Aid and Fitness Instructor certifications at all times. Position is subject to an irregular tour of duty, including weekends and holidays.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- **VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)